When You Move: What the CCRA Needs to Know

A Quick Checklist for Sellers and New Homeowners

Moving is exciting—but it also comes with responsibilities, especially in a community like Cooper's Crossing. Because our neighbourhood operates under a Residents' Association (RA) model with fees and community standards, it's important that both sellers and buyers ensure a smooth transition of information.

Here's what the Cooper's Crossing Residents' Association (CCRA) needs to keep records up to date and provide the right support.

For Sellers

Before you hand over the keys, please make sure you:

- **Notify CERA Property Management** of your move
    - Include the closing date and the new owner's contact information (if known)
    - Email: **admin@cerapm.com**
- **Confirm your RA fees are up to date**
    - Outstanding balances are typically addressed during the sale, but it's good to double-check.
- **Pass along community info to the buyer**
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        - Provide the new homeowner with a copy of your RA fee receipt
        - Direct them to **cooperscrossingresidents.com** to access important documents, complete their homeowner registration, and sign up to receive the Community Guide.

For New Homeowners

Welcome! Once you've moved in, take the following steps to stay informed and connected:

- **Complete the New Homeowner Registration Form**
    - This ensures you receive a Welcome Letter and the Community Guide
    - Register here: cooperscrossingresidents.com

- **Set up your TownSq account**
    - TownSq is the digital portal where you can view your RA fee account and receive notices
    - Register at: www.townsq.io using your account number (request it from admin@cerapm.com if needed)
- **Note your RA fee due date**
    - Annual fees are due by March 1st. Prompt payment avoids late charges.
- **Sign up for the CCRA newsletter**
    - Stay updated on events, bylaw reminders, and neighbourhood news
    - Sign up using the form on the home page at cooperscrossingresidents.com

Why This Matters

The CCRA is responsible for maintaining the neighbourhood's parks, public spaces, monuments, lighting, signage, and more. But we can only support the community when our homeowner records are current. Your cooperation ensures:

- Seamless communication
- Proper billing and notices
- Timely delivery of community materials

📩 **Questions or Need Help?**
We're here to make your transition as smooth as possible.
📧 Email: **info@cooperscrossingresidents.com**